

Ballard CSD

Ballard EA

8/16/2005 8/15/2007

NEGOTIATED AGREEMENT

BETWEEN THE

BALLARD COMMUNITY SCHOOL DISTRICT

AND THE

BALLARD EDUCATION ASSOCIATION

2005-2007

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## **PREAMBLE**

THIS AGREEMENT is entered into this \_\_\_\_ day of June, 2005, by and between the Ballard Community School District, Huxley, Iowa, hereinafter referred to as the "Employer," and the Ballard Education Association hereinafter referred to as the "Association." Throughout this Agreement wherever the word "Act" appears, this refers to Chapter 20 of the Code of Iowa entitled "Public Employment Relations Act."

It is the intent of the Employer and Association to provide a quality education program for children of the School District and to have a desirable, harmonious, productive relationship. The parties further recognize that attainment of this is a joint responsibility of the students, the parents, the teachers, administrators, other district employees, board and community.

## **ARTICLE 1 - RECOGNITION**

The Employer hereby recognizes the Association as the exclusive bargaining representative for all regular full-time certificated teachers, and regular part-time certificated teachers, including guidance counselors, librarians, and nurses. Excluded from representation and coverage are these positions and duties: superintendent, assistant superintendent, principals, special programs director, associate principals, assistant principals, teacher aides, teacher associates, library interns, substitute teachers, and all non-certificated (non-professional) employees and all others excluded by section 4 of the Act.

The term "Association" shall mean the Ballard Education Association or its duly authorized representatives.

The term "Employer" shall mean the Ballard Community School District or its duly authorized representatives.

## **ARTICLE 2 – GRIEVANCE PROCEDURE**

### **A.**

1. The purpose of the grievance procedure is to secure, at the lowest possible level, solutions to grievances.
2. A grievance shall mean a complaint that there has been a violation, misapplication or misinterpretation of a provision of this Agreement.
3. The grievant is the employee or the Association filing the grievance.

### **B.**

1. An employee or the Association covered by the Agreement shall present grievances in accordance with these procedures. The failure of an employee or

the Association to present or appeal to a higher Step any grievance within the prescribed time limits will mean the grievance is terminated.

2. The Employer's failure to give a decision within the time limits shall permit the grievant to proceed to the next Step.
- C. Reference is made to Schedule 1 for the agreed upon grievance form. Extra copies of this Schedule may be obtained from the Association.
- D. All grievance and arbitration meetings and hearings are to be held in private between the mentioned parties at each Step and are not open to the public.
- E.
1. The number of days indicated at each level for processing the grievance shall be considered as a maximum and every reasonable effort shall be made to expedite the process. The time limits may be extended by mutual agreement.
  2. If a grievance occurs at the end of the school year such that there is insufficient time to process the grievance before school ends, the time limits set forth in this procedure shall be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) days thereafter.
- F. The payment for the arbitrator's services and expenses shall be shared and paid equally by the Employer and the Association.

Each party shall pay its own costs of preparation and presentation for arbitration.

### **Procedure**

#### **Step 1. Informal**

An attempt shall be made to resolve any grievance in informal verbal discussion between the grievant, either directly or with the Association's designated local representative and their Building Principal. Such grievance must be presented to the Building Principal within nine (9) school days from the time of the occurrence of the event giving rise to the grievance. The Building Principal will make a decision in six (6) school days and communicate the decision to the employee and the Association.

#### **Step 2. Formal - Principal**

If the grievance cannot be resolved informally, the grievant shall file the grievance in writing within six (6) school days after the Building Principal's answer using the agreed upon grievance form. The Building Principal shall meet with the grievant and make a decision on the grievance and communicate it in writing to the employee and the Association within six (6) school days after receipt of the written grievance.

### Step 3. Formal - Superintendent

In the event a grievance has not been satisfactorily resolved at Step 2, the grievant shall file, within six (6) school days after receiving the Principal's written decision at Step 2, a copy of the grievance with the Superintendent.

Within ten (10) school days after such written copy is filed, the grievant and Superintendent or in his absence, his designee shall meet. Within ten (10) school days of the Step 3 grievance meeting, an answer shall be filed and communicated in writing to the employee and the Ballard Education Association President.

### Step 4. Arbitration

If the grievance is not resolved satisfactorily at Step 3, there shall be available a fourth step of impartial final and binding arbitration. The Association shall submit notification of implementation of arbitration to the Superintendent in writing within ten (10) school days of receipt of the Step 3 answer. If the two parties fail to reach agreement on an arbitrator within five (5) school days, the Iowa Public Employment Relations Board shall be requested to provide a panel of seven (7) arbitrators. The parties shall determine by lot which party shall remove the first name from the list. The party having the right to remove the first name from the list shall do so within three (3) school days. Thereafter, each party shall have one (1) school day in which to alternately strike the name of an arbitrator until only one (1) remains. The remaining named arbitrator shall be the sole arbitrator whose decision(s) will be final and binding on the parties.

The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. His decision(s) shall be in writing and will set forth his findings, reasonings, and conclusions on the issues submitted.

- G. A grievant may be accompanied at every Step of the grievance procedure by an Association representative if the employee so desires. In the event the grievant is accompanied by the Association representative, the Employer named at the Step involved may also decide to have another party present at the meeting.

## **ARTICLE 3 – HEALTH MATTERS**

### **A. Physical Examination**

Employees shall file with the Employer at the beginning of service and at intervals thereafter as required by the Employer, a written medical report of a physical examination by the licensed physician who has performed said examination.

The report is to be completed on an examination form prepared by the Employer. Employees shall pay the cost of the first physical examination. Thereafter, the Employer shall pay up to \$50.00 toward subsequent required examination fees. Payment will be made to the employee after the employee submits a completed physical form to the District Office on or before September 15.

## ARTICLE 4 – EVALUATION PROCEDURES

### A. Evaluation Procedures.

1. Notification. Within two weeks after the beginning of each school year, and prior to the formal evaluation, the Employer will present the formal evaluation instrument to the employees and will review the formal evaluation procedures with the employees.
2. Frequency. During the first two years of employment with the District, employees will be formally observed a minimum of twice each school year and provided a written summative evaluation. Thereafter, employees will be provided a written summative evaluation a minimum of once every three years. Coaches will be formally evaluated a minimum of once each school year during the first two years in the coaching position with the District. Thereafter, coaches will be formally evaluated a minimum of once every three years. The formal evaluation of coaches will be completed within four weeks after the last contest of the season. The employee or coach may request an additional formal evaluation each year.
3. Observations. Written formal summative evaluations shall be preceded by at least two formal classroom observations during the first two years of employment. Thereafter, written summative evaluations shall be preceded by at least one formal classroom observation (or conference if the employee is not assigned to classroom duties) if requested by the Employee or by the Employer.

Employees may be informally observed at various times during the year. Copies of any notes made during such informal observations, or as a result of such informal observations, will be made available to the employee within ten (10) school days of the informal observation. If the employee disagrees with notes made during, or as the result of, informal or formal observations, the employee may submit a written response within ten (10) school days of receipt.

4. Conference. The evaluator will hold a conference with the employee to review the formal summative evaluation. A copy of the completed formal summative evaluation will be presented to the employee at the time of the conference noting an overall rating that the employee either meets or does not meet District standards. The employee will be asked to sign the instrument. Such signature acknowledges the employee's awareness of the formal evaluation instrument but does not imply agreement with the contents. Summative evaluations and conferences shall be completed no later than ten school days before the end of the work year.
5. Remediation. In the event the evaluator concludes that an employee's overall performance does not meet District standards, the evaluator shall prepare written suggestions for remediation. A conference shall then be held between the evaluator and the employee to explain the suggested remediation.

6. Re-evaluation. No subsequent formal written summative evaluations will be prepared for at least thirty (30) calendar days after the initial written summative evaluation noting that the employee's overall performance does not meet District standards, unless the employee requests such a formal written evaluation and the Employer agrees. This does not preclude the evaluator from conducting formal and informal observations during the thirty days.

**B. Employee Response and Right To Grieve.**

1. Response. If the employee disagrees with a written formal summative evaluation, the employee may submit a written response within ten (10) school days of the date of the conference. The response shall be included with the file copy of the formal evaluation instrument.
2. Right to Grieve. An employee who has successfully completed his/her probationary period as defined by Chapter 279.19 of the *Iowa Code*, who receives a formal written summative evaluation which concludes that the employee's overall performance does not meet District standards (as specifically stated on the evaluation) may file a grievance alleging that the evaluation is unjust. The time lines and procedures of Article 2 shall apply.

A coach who has completed three (3) continuous years of professional service in the coaching position with the District, who receives a formal written evaluation which concludes that the coach's overall performance does not meet District standards (as specifically stated on the evaluation) may file a grievance alleging that the evaluation is unjust. The time lines and procedures of Article 2 shall apply.

**C. Personnel File Review.**

1. Employees shall have the opportunity to review their personnel files, both at the building level and at the central administration office, with the exception of confidential letters of recommendation. Copies may be made of any items in the employee's personnel file with the exception of confidential letters of recommendation. At the employee's request, a representative of the Association may accompany the employee when the employee reviews the file.
2. Any comments directed toward an employee which are to be placed in the employee's personnel file shall be called to the employee's attention prior to the time the comments are placed in the file.



## **ARTICLE 5 – LEAVES OF ABSENCE**

### **A. Sick Leave**

1. Regular full-time employees will be granted leaves of absence for employee illness or injury with full pay in the following amounts:

1st year of employment 10 work days  
2nd year of employment 11 work days  
3rd year of employment 12 work days  
4th year of employment 13 work days  
5th year of employment 14 work days  
6th year and subsequent  
years of employment 15 work days

A regular part-time employee will be granted sick leave on a pro rata basis of the above schedule according to the time worked.

2. The maximum accumulated sick leave days shall be one hundred ten (110) work days, which may be carried forward and added to the next years' allotment, with one hundred twenty-five (125) maximum days allowed to be used in a work year.
3. Sick leave earned and accumulated shall apply to consecutive years of employment in the Ballard Community School District. A newly hired employee coming into the Ballard Community School District who has taught the previous year will be allowed to transfer in one-third (1/3) of their accumulated sick leave, with a maximum of fifteen (15) transferable days.
4. The employee shall notify the Building Principal in advance in cases where the employee anticipates the illness will result in temporary disability of more than five (5) work days.
5. In order to qualify for payment, the Employer has the right to require such medical evidence as it deems necessary to substantiate the absence. It shall be the employee's responsibility to notify the Building Principal not later than 7:00 A.M. on the day of the absence. If possible, notification should be given the previous day.
6. Sick leave cannot be used where deferment of treatment of medical service would be possible at a time other than during the school year.

### **B. Notification of Accumulated Sick Leave**

Employees shall be given a personal copy of a written accounting of accumulated sick leave days at the end of each school year.

**C. Emergency Leave**

In case of illness or accident which requires a member of the employee's immediate family to be in communication with a licensed medical doctor, the employee may be granted up to five (5) work days leave with pay. Immediate family shall be limited to the employee's spouse, children, parents, siblings, grandchildren and grandparents. Said five (5) work days are not cumulative from one contract year to the next. Time used will be deducted from accumulated sick leave. Upon written request the employee may be granted additional days of emergency leave at the discretion of the Superintendent.

**D. Personal Leave**

Employees are allowed (2) days per year, accumulative to three days (including the current year allotment), to conduct activities that cannot be conducted outside the normal work day. Except in the case of an emergency situation, application for personal leave shall be made in writing at least three (3) school days prior to the requested leave date and must be submitted to the office of the Building Principal. Should a situation occur where it would not be possible to make application for prior approval, the necessity for securing prior approval shall be waived. However, the employee shall be expected to notify the Principal. Personal leave days shall not be recognized as the day immediately preceding or immediately following a legal holiday, or school vacation period, or school recess, or during the first or last week of the school year, or vacation. Exceptions to these limitations may be made by the Superintendent.

**E. Professional Leave**

Each employee may request paid leave of absence to attend educational meetings or to make visitations to view instructional techniques or programs. Full pay will be granted if the absence is approved by the administration. Registration and mileage fees or transportation may be paid by the District if such expenses are approved by the administration. Every effort will be made to pay such expenses. If the leave of absence is approved, but expenses are not approved, the employee may attend with full pay and pay the expenses himself/herself. If the administration requires an employee to attend, registration shall be paid by the District and the employee will be reimbursed for mileage if transportation is not provided.

**F. Bereavement Leave**

In the event of a death in the employee's family (father, stepfather, mother, stepmother, father-in-law, mother-in-law, spouse, child, stepchild, sister, brother, legal dependent, sister-in-law, brother-in-law, aunt, uncle, grandparents, grandchild) the Employer shall grant leave totaling as many days as necessary but not more than five (5) days with pay for attendance at the funeral and for other purposes directly arising out of said death. Said bereavement leave used will not be deducted from the employee's accumulated sick leave.

**G. Jury Duty Leave**

An employee required to serve as a juror shall receive regular wages. In order to receive payment for such duty, the employee must submit certification of service and assign all fees except mileage and parking allowance, received for such duty to the District. When released from duty during working hours in the A.M., the employee will report to work the P.M. schedule.

**H. Association Leave**

Up to a total of five (5) work days per contract year shall be available to officers and representatives of the local Association to attend meetings of official Association business. Said five (5) days is not per employee mentioned but is a total that can be used up by all mentioned employees. Association leave is not cumulative from one contract year to the next. The cost of the substitute teacher will be at the expense of the Association. At least two (2) work days advance notice to the Building Principal is required prior to the commencement of said leave.

**I. Other Leaves**

Under extenuating circumstances, the Superintendent may decide to grant additional paid days of leave which would be deducted from the employee's sick leave. The Superintendent's decision is final in these matters.

**J. Unpaid Leave**

In the event that an employee requests a leave of absence or an extended leave of absence from work without pay, said request will be made in writing stating the reason (s) and sent to the administration. The administration will consider each such request on its individual merits before rendering their decision.

## **ARTICLE 6 - SENIORITY**

- A. Seniority means an employee's length of continuous service with the Employer, regardless of full-time or part-time status. An employee shall lose seniority and the employment relationship shall be broken and terminated as follows:
1. An accepted employee resignation, unless said employee is rehired and returns at the beginning of the immediately subsequent service year.
  2. If non-renewal of the teaching contract is a result of staff reduction, seniority will be frozen at the time of reduction, and shall again continue to accumulate when the employee returns to work.
  3. Employee retires.
- B. A seniority list of regular unit employees and their seniority date will be provided to the Association no later than October 1 of each contract year.
1. Employees shall acquire seniority from the date the employee commences work in the Ballard School and shall be placed on the seniority list by month and year.
  2. In the event B-1 fails to establish seniority, then seniority will be determined by drawing lots.
  3. The Employer and the Association will develop a mutually agreeable procedure for drawing lots.
- C. While away from work on an extended approved leave of absence a continuous period of nine (9) weeks or more, seniority will be frozen and will not continue to accumulate. When the employee returns to work, seniority will again continue to accumulate.

## **ARTICLE 7 – PROCEDURES FOR STAFF REDUCTION**

### **A. Coverage**

Coverage includes all employees under this Agreement.

**B. Definitions**

For purposes of this Article, the term "Attrition" shall have the following meaning: A reduction in the number of employees due to retirement, resignation or death.

**C. Notification**

When a position is to be eliminated, the Employer will provide notice (either hand-delivered or by certified mail) to the employee(s) designated by the Employer to be affected by staff reduction. The notice will be delivered by the date specified in the *Code of Iowa* as the final date for giving notice of a recommendation to terminate an individual's continuing contract. A copy of the employee notice will be provided to the Association.

**D. Areas of Staff Reduction**

Staff reduction will be accomplished within the following classifications, using the procedures in Paragraph E. Employees will annually receive notice indicating the employee's seniority and classification(s). The Association will annually receive a listing of staff members indicating their seniority and classification(s). Classification assignments are made by the Employer based on teaching assignment.

1. K-6 Regular Classroom Teacher
2. K-6 Chapter I Teacher
3. K-6 Art
4. K-6 Physical Education
5. K-6 Music
6. K-6 Guidance Counselor
7. K-6 Special Education
8. K-12 ELP
9. 7-12 Science
10. 7-12 Mathematics
11. 7-12 Social Studies
12. 7-12 English/Speech
13. 7-12 Industrial Arts
14. 7-12 Business
15. 7-12 Music
16. 7-12 Home Economics
17. 7-12 Art
18. 7-12 P.E.
19. 7-12 Foreign Language
20. 7-12 Drivers Education
21. K-12 Nurse
22. K-12 Media
23. K-12 Coordinator
24. 7-12 Guidance Counselor
25. 7-12 Special Education

**E. Procedure**

In the event the Employer determines a reduction in staff is necessary, the Employer shall reduce employees using the following sequential order within the respective classification.

Sequential Order:

First: Attrition

Second: Teachers with the least seniority

In the event an employee would be reduced under this procedure and that employee has more seniority than an employee in another classification, the less senior employee shall be reduced and the more senior employee transferred, unless the less senior employee is needed to maintain an academic program, and provided the senior employee has proper certification and approvals for the new assignment and has taught in that classification within the past seven (7) years in the Ballard District.

The application of procedures one through two shall not require the Employer to reduce an employee if the reduction of that employee would result in the elimination of an academic program.

**F. Recall Provisions**

1. Employees who are reduced under this Article or who resign for reduction reasons, shall be eligible for recall to available positions of lesser or equal full-time equivalency within the classification the employee held at the time of termination for a period of two (2) years from the effective date of termination. However, if the employee held a position in the District of greater full-time equivalency in that classification at any time during his/her employment with the District, the employee shall be eligible for recall to available positions for the greater equivalency in the classification the employee held at the time of termination for a period of two (2) years from the effective date of termination. If an employee is recalled to a position with less full-time equivalency than he/she held at the time of termination, the employee retains recall rights for a two-year period to positions of equal full-time equivalency.
2. The employee shall keep the Board Secretary informed of his or her current address and phone number, and shall inform the Superintendent if he or she is interested in being recalled to the District once each semester.
3. Notice of recall to available positions shall be sent by certified mail, with return receipt. An employee who is recalled prior to June 1 for the following year shall personally contact the Superintendent or his designee within ten (10) calendar days after the recall notice is delivered. An employee who is recalled on or after

June 1 for the following school year shall personally contact the Superintendent or his designee within five (5) calendar days after the recall notice is delivered. Failure to report within such time limits shall result in loss of recall rights. A copy of the notice will be provided to the Association.

4. An employee who is recalled for a position after having been reduced under provisions of Paragraph E shall be placed on the salary schedule one step above that of the contract year in which said employee was reduced. If the employee is at the maximum in his or her training lane, he or she shall be reinstated at that level, with all accrued benefits.
- G.** This Article shall not apply to employees hired to replace an employee on leave of absence or to employees hired after the start of a school year to fill newly-created positions. Such employees shall have no rights to recall.

## **ARTICLE 8 – TRANSFER PROCEDURES**

### **A. Transfer Definitions**

The movement of an employee to a different grade level, subject area or building shall be considered a transfer. When the Employer decides who will be selected to fill the vacancy, seniority in addition to other relevant factors will be considered.

### **B. Notification of Vacancies**

When a permanent vacancy occurs while school is in session, the Superintendent will post in all school buildings a notice of the vacancy. The notice shall be posted at least five (5) calendar days before applications for the vacancy must be submitted.

### **C. Assignments**

As soon as possible, and no later than the last week of school, each employee shall be notified of the expected class and or subject assignment and room assignment(s) for the forthcoming year.

### **D. Voluntary Transfer**

1. Employees who desire to volunteer for transfer from one building, grade or subject matter to another may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject and building to which the employee wishes to transfer. Such statement shall expire when the vacancy is filled.
2. An employee who desires a voluntary transfer shall not be required to participate in the interview process used to hire new employees. This does not preclude a brief informal discussion between the employee and principal to clarify job requirements and expectations.

3. Upon denial of a request to transfer, the employee shall be presented with administrative reasons in writing for the denial at the employee's request.

**E. Involuntary Transfer**

1. An involuntary transfer will be made only when the Employer determines it necessary and the Employer has reviewed all voluntary requests that are submitted and pertinent.
2. An involuntary transfer shall be made only after a meeting between the employee involved, the Association Representative if requested, and the Superintendent at which time the employee shall be given written reason(s) for the transfer if requested by the employee.
3. Notice of involuntary transfer will be given no later than June 5, except in cases where a resignation is submitted after August 1, and except in cases of an employee's death after August 1.

**ARTICLE 9 – PROFESSIONAL DEVELOPMENT**

The Superintendent will establish a professional development committee made up of a cross section of grade level and building representation in addition to Employer representatives. This committee will make recommendations and suggestions to the Superintendent for his/her consideration prior to his/her final decision making.

**ARTICLE 10 - HOURS**

**A. Hours**

Employees shall be expected to work 7 hours 40 minutes each day including the 20 minute duty free lunch. Hours will be flexible and determined by the employee, but employees must be present during the student work day.

**B. Duty Free Lunch**

Each employee shall have a paid duty-free lunch period of not less than twenty (20) minutes during the work day.

**ARTICLE 11 - SAFETY**

The Employer will not require the employees to engage in activities contrary to their health and safety.

**ARTICLE 12 - HOLIDAYS**

The employees service year will include five (5) paid holidays, which are as follows: Labor Day, Thanksgiving Day, Christmas Day, New Years Day, and Memorial Day.



## ARTICLE 13 – INSURANCE

### A. Health Insurance

1. Single Coverage. The Employer will pay to the carrier an amount equal to the single coverage of the preferred provider option (\$100, \$250 or \$500 deductible) selected by each eligible employee. The District will pay an amount equal to the single coverage of the \$250 deductible preferred provider option to each employee eligible who does not choose to participate in the District's group health insurance. No more than 20% of the District's employees shall be eligible to opt out of the District's group health insurance. Participation shall be granted on the basis of seniority. Such money shall be considered as regular income and shall be subject to all normal withholdings.

Eligible employees who do not receive the Employer contribution towards family coverage shall receive one hundred dollars (\$100) per month in additional salary, subject to all normal withholdings.

2. Family Coverage. The Employer will contribute an amount equal to the premium for the single \$250 deductible preferred provider option plus one hundred dollars (\$100) per month towards family coverage in the District's group plan for each eligible employee who elects family coverage. The balance of any premiums due for family coverage shall be paid by the employee by payroll deduction, which may be done prior to the withholding of payroll taxes, at the option of the employee and in accordance with the District's IRS Section 125 salary reduction plan.
3. All eligible employees who elect to participate in the District's health insurance program will pay \$1.00 to their respective Building Principal at check out time at the close of the school year. This amount will assure participation in the health program for the next school year commencing July 1st. All new employees will pay their \$1.00 participation fee to the District Secretary at the workshop days prior to the start of school in the fall.

### B. Dental Insurance

1. Single Dental Insurance. The Employer will pay to the carrier the amount equal to the single coverage but not to exceed \$13.69 per month for a group deductible dental health insurance plan for each eligible employee. The carrier will be selected by the employer. The balance of the single premium will be paid by the participating employees. Seventy-five percent (75%) participation will be necessary to maintain single dental coverage.
2. Family Dental Insurance. Family dental insurance is available if 50% of the eligible district employees elect to participate. If less than 50% participate, family dental coverage will not be available to any district employee. Premiums for family dental insurance will be paid by the employee. An employee may elect to have the District pay the family premium and receive a salary reduced by the amount of such premium.

**C. Health and Dental Insurance While on Leave of Absence**

While on approved unpaid leave of absence, the entire insurance premium(s) is to be paid by the employee. If an employee is eligible for unpaid leave under the Family and Medical Leave Act, the District will continue its required contributions during the leave for a maximum of twelve (12) weeks; the employee will be required to reimburse the District if the employee does not return to work.

**D. Life Insurance**

The Employer will provide \$20,000.00 term life insurance coverage for all employees who work 30 hours or more per week on a regular basis. The Employer will provide \$10,000.00 term life insurance coverage for all employees who work at least 20 but fewer than 30 hours per week on a regular basis.

**E. Long Term Disability Insurance**

The Employer will provide eligible employees who work at least twenty (20) hours per week with long term disability insurance. The employee's benefit will not exceed 60% of his/her salary with a maximum salary coverage of \$5,000 per month. Benefits will not begin prior to ninety (90) calendar days of the disability date and will be based on the employee's salary in effect at the time the disability occurred.

**F. Eligibility**

An employee must work at least thirty (30) hours per week on a regular basis to be eligible for the District's contributions towards health insurance or salary payments in lieu thereof or dental insurance. Employees who work at least twenty (20) hours but fewer than thirty (30) hours per week may participate in the District's plan by paying premiums themselves through payroll deductions, which may be done prior to the withholding of payroll taxes, at the option of the employee and in accordance with the District's IRS Section 125 salary reduction plan. An employee must work at least twenty (20) hours per week on a regular basis to be eligible for the District's life and long term disability insurance.

**ARTICLE 14 – DUES DEDUCTION**

**A. Authorization**

Any employee who is a member of the Association may sign and deliver to the Board Secretary an assignment authorizing payroll deduction for professional dues. The Association will inform its members of the dues deduction system and provide the necessary authorization cards for the deduction.

**B. Definition of Dues**

Definition of dues shall be limited to dues for the current school year.

**C. Regular Deduction**

Pursuant to a deduction authorization, the Board Secretary shall deduct a set amount from the regular salary check of the employee each month for eight (8) months beginning in October and ending in May of each year.

**D. Duration**

A dues deduction check-off authorization card will be required for each year. The authorization card must be in the hands of the Board Secretary by October 1 of each year.

**E. Termination**

A member may terminate the deduction check-off at any time by giving thirty (30) days written notice to the Board Secretary, and the Secretary will inform the Association President.

**F. Protection Clause**

The Association agrees to indemnify and hold harmless the Employer and each individual Employer member against any and all claims, costs, suits or other forms of liability and all court costs arising out of the application of the provisions of the Agreement between the parties for dues deduction.

**ARTICLE 15 - SCHEDULES**

Reference is made here to Schedule 1 - Grievance Form; Schedule 2 - Salary Schedule; Schedule 3 - Nurses' Salary Schedule; and Schedule 4 - Supplemental Pay Schedule. By this reference, said four (4) Schedules become a part of this Agreement.

**ARTICLE 16 - DURATION**

This Agreement shall remain in force and effect from August 15, 2005, to August 15, 2007.

Notices

Whenever notice is required to be given by either of the parties to this Agreement to the other, either party shall do so by registered letter to the following:

If by Association, to:

Administration Office  
Attention: Superintendent  
Ballard Community School District  
602 N. Main Street  
P.O. Box 307  
Huxley, Iowa 50124

If by Employer, to:

President  
Ballard Education Association

Copies of Agreement

Copies of this Agreement shall be printed at the expense of the Employer within thirty (30) days after the Agreement is signed. This Agreement shall be given to all employees now employed and hereafter employed. The Employer shall provide the Association with twenty (20) additional copies.

Signature Clause

In witness whereof, the parties hereto have caused this Agreement to be signed by their respective negotiating committees and their respective chief negotiators, and their signatures placed thereon all on the 13<sup>th</sup> day of June, 2005.

BALLARD EDUCATION ASSOCIATION

By Jane Adeler  
President

By Joyce E. Peterson  
Chief Negotiator

BALLARD COMMUNITY SCHOOL  
DISTRICT

By Althea Fournier  
Board President

By Shirley L. Smith  
Chief Negotiator

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## **SALARY SCHEDULE**

### **Schedule**

The salary of each employee covered by the regular Salary Schedule is set forth herein in Schedule 2. Provided, however, that all full-time employees on Schedule 2 shall receive at least \$27,000 after considering all payments under Schedule 2, Salary Enhancements under Phase I and II and additional amounts under the Teacher Quality Act. Part-time salaries will be prorated accordingly. Nurses not on Schedule 2 shall be compensated according to the rate of pay set forth in Schedule 3 and shall not be subject to these minimum salaries.

### **SCHEDULE 2 - TEACHERS' SALARY SCHEDULE 2006-2007**

The base will be determined so that the total package increase for 2006-2007 for the bargaining unit shall equal a 4.6% increase over the 2005-2006 package. The F.T.E. and Schedule placements shall be set based upon the F.T.E. and placements on February 15, 2006. The actual insurance premiums for 2006-2007 shall be used in the calculation. In calculating the 4.6% package increase for the 2006-2007 year, any amounts expended to meet the minimum \$27,000 shall not be used in the calculations for either the "base" year of 2005-2006 or for the new 2006-2007 year.

### **Placement**

Each employee will be placed on their proper step of the Salary Schedule as of the effective date of this Agreement. Placement on the Salary Schedule for new employees will be determined by the Employer, but shall not exceed their actual experience.

### **Pay Periods**

Each employee will be paid in twelve (12) equal installments on the 20th of each month unless the employee is paid under a special federal program, the first of which will be made on September 20th.

When a pay date falls on or during a school holiday, vacation or weekend, employees will receive their paychecks on the last previous work day.

Summer checks, other than for summer school teachers, shall be mailed to the address designated by the employee.

Employees shall have the option, in extenuating circumstances and upon approval of the Employer, to receive all of their earned, contracted salary on the last pay period of the in-school work year.

### **Advancement**

Employees on the regular Salary Schedule shall be granted one (1) increment or vertical step on the schedule for each year of satisfactory service as determined by the Employer until the

maximum for their educational lane is reached. An employee will be allowed to make only one (1) vertical step advancement on the Salary Schedule per contract year.

Before an employee may move horizontally across the schedule, a transcript of credits or other evidence acceptable to the Employer shall be presented as evidence to the Central Office that the necessary hours have been earned.

Said transcripts are to be filed no later than ten (10) days after the employee starts his/her employment for the current year, and the annual contract shall be adjusted accordingly.

In order to qualify for the BA+12 or BA+24 or BA+36 educational lane, the employee may earn graduate college hours in any area from an accredited college or university. In order to be placed in the MA educational lane, the Master's Degree and the hours earned after receiving the degree must be in the area of the employee's teaching assignment. More than one (1) horizontal step advancement per contract year can be permitted upon approval of the Employer.

An employee must be employed a minimum of eighteen (18) consecutive weeks during a regular school year in order to be granted a maximum of a year's credit on the Salary Schedule.

It is recognized that the employee service year is covered in the applicable school calendar.

Pay for extended contract shall be determined by dividing the base pay (current employee's salary) by nine (9) and multiplying the result by three-fourths (3/4).

### **Extra Professional Services**

Part-time employees who are required to attend meetings and/or other school related activities which are held during the normal school day and are scheduled outside their specified contract hours shall be compensated at their per diem rate.

Secondary teachers (grades 7-12) who substitute for absent employees (by actually teaching a class separate from their own regular assignments) shall be paid \$20 per class period for which they substitute.

### **Longevity (See Letter of Understanding)**

A longevity payment will be added to the salary of full-time employees on Schedule 2 (pro rated for part-time employees on Schedule 2) who have been frozen on the highest step without a step advancement as shown below. For 2003-2004, a step was added to each lane, so the 2003-2004 year shall not count as a year "frozen," but the employee shall receive any longevity payment he/she received in 2002-2003.

When an employee advances horizontally but cannot advance a vertical step as well (i.e. M.A. Step 19 to M.A.+12 Step 19), that employee will retain any longevity placement and payment the employee received the previous year, but will not advance on the longevity schedule until the year following the horizontal advancement.

	<u>B.A.+24</u>	<u>MA/BA+36</u>	<u>MA+12</u>	<u>MA+24</u>
Year 2&3 frozen on highest step	\$475	\$475	\$475	\$475
Year 4 & 5 frozen on highest step	\$950	\$950	\$950	\$950
Year 6 & thereafter frozen on highest step	\$950	\$1525	\$1575	\$1625

**SCHEDULE 1  
GRIEVANCE FORM**

**STEP 2**

**AGGRIEVED EMPLOYEE SECTION**

Date filed with Employer \_\_\_\_\_

Building \_\_\_\_\_

Name of Aggrieved Person \_\_\_\_\_

Date Violation Occurred \_\_\_\_\_

Section of Agreement Violated \_\_\_\_\_

Statement of Grievance:

\_\_\_\_\_  
\_\_\_\_\_

Adjustment Desired: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Aggrieved Employee

**EMPLOYER SECTION**

Employer's Answer: \_\_\_\_\_

Date:

\_\_\_\_\_  
Signature of Building Principal



SCHEDULE 1

STEP 3

AGGRIEVED EMPLOYEE SECTION

Concurrence with Building Principal's answer?

Yes(      )      No (      )

Action Take: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Aggrieved Employee

-----

EMPLOYER SECTION

Employer's Answer: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Superintendent

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STEP 4

AGGRIEVED EMPLOYEE SECTION

Concurrence with Superintendent's Answer?

Yes(      )      No (      )

Action Taken \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Aggrieved Employee

**SCHEDULE 2 - TEACHERS' SALARY SCHEDULE  
2005-2006**

STEP	BA	BA+12*	BA+24*	MA/BA+36	MA+12*	MA+24*
	1.0000	1.0425	1.0850	1.1275	1.1700	1.2125
1	\$23,600	\$24,603	\$25,606	\$26,609	\$27,612	\$28,615
	1.0425	1.0850	1.1275	1.1700	1.2125	1.2550
2	\$24,603	\$25,606	\$26,609	\$27,612	\$28,615	\$29,618
	1.0850	1.1275	1.1700	1.2125	1.2550	1.2975
3	\$25,606	\$26,609	\$27,612	\$28,615	\$29,618	\$30,621
	1.1275	1.1700	1.2125	1.2550	1.2975	1.3400
4	\$26,609	\$27,612	\$28,615	\$29,618	\$30,621	\$31,624
	1.1700	1.2125	1.2550	1.2975	1.3400	1.3825
5	\$27,612	\$28,615	\$29,618	\$30,621	\$31,624	\$32,627
	1.2125	1.2550	1.2975	1.3400	1.3825	1.4250
6	\$28,615	\$29,618	\$30,621	\$31,624	\$32,627	\$33,630
	1.2550	1.2975	1.3400	1.3825	1.4250	1.4675
7	\$29,618	\$30,621	\$31,624	\$32,627	\$33,630	\$34,633
	1.2975	1.3400	1.3825	1.4250	1.4675	1.5100
8	\$30,621	\$31,624	\$32,627	\$33,630	\$34,633	\$35,636
	1.3400	1.3825	1.4250	1.4675	1.5100	1.5525
9	\$31,624	\$32,627	\$33,630	\$34,633	\$35,636	\$36,639
	1.3825	1.4250	1.4675	1.5100	1.5525	1.5950
10	\$32,627	\$33,630	\$34,633	\$35,636	\$36,639	\$37,642
	1.4250	1.4675	1.5100	1.5525	1.5950	1.6375
11	\$33,630	\$34,633	\$35,636	\$36,639	\$37,642	\$38,645
	1.4675	1.5100	1.5525	1.5950	1.6375	1.6800
12	\$34,633	\$35,636	\$36,639	\$37,642	\$38,645	\$39,648
	1.5100	1.5525	1.5950	1.6375	1.6800	1.7225
13	\$35,636	\$36,639	\$37,642	\$38,645	\$39,648	\$40,651
	1.5525	1.5950	1.6375	1.6800	1.7225	1.7650
14	\$36,639	\$37,642	\$38,645	\$39,648	\$40,651	\$41,654
	1.5950	1.6375	1.6800	1.7225	1.7650	1.8075
15	\$37,642	\$38,645	\$39,648	\$40,651	\$41,654	\$42,657
		1.6800	1.7225	1.7650	1.8075	1.8500
16		\$39,648	\$40,651	\$41,654	\$42,657	\$43,660
			1.7650	1.8075	1.8500	1.8925
17			\$41,654	\$42,657	\$43,660	\$44,663
				1.8500	1.8925	1.9350
18				\$43,660	\$44,663	\$45,666
				1.8925	1.9350	1.9775
19				\$44,663	\$45,666	\$46,669

### **SCHEDULE 3 - NURSES' SALARY SCHEDULE**

**2005-2006**

STEP	RN	RN+30
	85% of Base	90% of Base
1	1.0000 \$20,060	1.0000 \$21,240
2	1.0425 \$20,913	1.0425 \$22,143
3	1.0850 \$21,765	1.0850 \$23,045
4	1.1275 \$22,618	1.1275 \$23,948
5	1.1700 \$23,470	1.1700 \$24,851
6	1.2125 \$24,323	1.2125 \$25,754
7	1.2550 \$25,175	1.2550 \$26,656
8	1.2975 \$26,028	1.2975 \$27,559
9	1.3400 \$26,880	1.3400 \$28,462
10	1.3825 \$27,733	1.3825 \$29,364
11	1.4250 \$28,586	1.4250 \$30,267
12	1.4675 \$29,438	1.4675 \$31,170
13	1.5100 \$30,291	1.5100 \$32,072
14		1.5525 \$32,975

**SCHEDULE 4 - SUPPLEMENTAL PAY SCHEDULE**  
**2005-2006**  
**2006-2007**

**POSITION**

Senior High Activities Director	18%
Junior High Activities Director	7%

**Head Coaching Positions**

Football, Basketball and Wrestling	15%
Softball, Baseball and Volleyball	13%
Track	11%
Golf, Tennis, Cross Country, and Soccer	9%
(Girls and Boys combination not to exceed 13%)	

**Assistant Coaching Positions**

Football, Basketball and Wrestling	8%
Softball, Baseball and Volleyball	7%
Track	6%
Golf, Tennis, Cross Country and Soccer	4%
(If one persons serves in two assistant positions in the same sport, the % is not to exceed the % of the head coach.)	

**Junior High Coaching Positions**

All positions except Golf, Tennis, Cross Country and Soccer	6%
Golf, Tennis, Cross Country and Soccer	4%

**Other Supplemental Positions**

Instrumental Music Director, Vocal Music Director	14%
Assistant Instrumental Music Director, Assistant Vocal Musical Director	7%
Head of Summer Instrumental Music Lessons, Head of Summer Vocal Music Lessons	15%
Assistant for Summer Instrumental Music Lessons, Assistant for Summer Vocal Music Lessons	7%
Head Cheerleading Sponsor, Head Drill Team Sponsor	8%
Assistant Cheerleading Sponsor, Assistant Drill Team Sponsor	6%
Junior High Cheerleading Sponsor, Junior High Drill Team Sponsor	4%
Debate Sponsor	7%
Speech and Drama Director (per production or program*)	7%
Assistant-Speech and Drama Director (per production or program*)	3%
Building Assistance Team Chair	3%
Building Assistance Team Member	2%
Club Sponsor	3%
Class Sponsor	2%
Head Class Advisor	10%
Senior Class Sponsor	3%
Junior Class Sponsor	4%

Yearbook Sponsor	7%
School Newspaper	5%
Weight Training Program	9%
Home School Advisor	6%
(for 5 or fewer students; \$150 per student over 5)	

MOC Coordinator \$75 per student	
School-Career Coordinator	3%
Secondary ELP Advisor	5%
Computer Trouble Shooter	6%
Site Manager	11%
Media Production Coordinator	11%

\*For example-a school play, school musical,  
large group speech and small group speech

1. All percentages figured on the B.A. level at step the individual placed in the system.
2. Five (5) years maximum brought into the system.
3. Tenth (10<sup>th</sup>) step maximum on the Salary Schedule.
4. Coaches are to be paid according to his/her experience, regardless sport to be coached.

2 Extra Duty Assignments	Conferences Pass or \$40
Subsequent Extra Duty Assignments	\$20 per event
Teaching Staff Development	\$25 per hour
Extended Teaching of Students	\$23 per hour
Attending Staff Development	\$18 per hour

## **SALARY ENHANCEMENT PURSUANT TO IOWA CODE CHAPTER 294A**

The Board shall distribute funds received by the District pursuant to Chapter 294A, Code of Iowa, as follows:

- A. Funds received by the District from Phase I and Phase II payments will be combined and called for purposes of this Agreement "The Salary Enhancement Fund."

Phase I and Phase II allocations shall not be paid if Phase I and Phase II payments are not made to the District. Phase I and Phase II allocations shall be adjusted if Phase I and Phase II payments to the District are not in the amount expected.

- B. Phase I. Regardless of the amounts set forth in the Regular Salary Schedule, full-time employees holding a teaching certificate issued under Chapter 260, a letter of authorization, or a statement of professional recognition issued by the State Board of Educational Examiners and employed pursuant to a contract issued under Section 279.13 of the Code of Iowa ("eligible employees") shall be paid at least the minimum annual salary specified by law. Regular part-time eligible employees shall receive a prorated amount. Amounts necessary to pay the minimum salary amount which are above the amounts of the regular salary schedule (including FICA and IPERS payments on such excess amounts) shall be paid from the Salary Enhancement Fund.

Funds remaining after Phase I obligations have been met will be combined with Phase II funds and a separate salary schedule determined as specified in Section C.

- C. Phase II. After payments required under (B) above, the balance of the Salary Enhancement Funds shall be distributed to eligible employees after deducting FICA and IPERS on such payments in the same proportion as the difference between the salaries of the respective lanes and steps on the regular salary schedule. Part-time eligible employees shall receive a prorated amount.

The eligibility of employees to receive Phase II payments and the amounts of such payments shall be paid beginning with the September 20th regular pay installment in 12 monthly installments unless otherwise dictated by the state.

- D. Payments from the Salary Enhancement Fund to eligible employees shall be reduced for each day of unpaid leave in the same manner as regular compensation is reduced, but shall not be reduced for paid leaves of absence.

## LETTER OF UNDERSTANDING (STAFF REDUCTION)

The following examples are to illustrate the meaning of Article 7, Procedures for Staff Reduction, Section F Recall Procedures, Paragraph 1.

“Employees who are reduced under this Article or who resign for reduction reasons shall be eligible for recall to available positions of lesser or equal full-time equivalency within the classification the employee held at the time of termination for a period of two (2) years from the effective date of termination.”

Example 1: Employee A is employed in a 1.0 F.T.E. position as a 1st grade regular classroom teacher. A is terminated effective at the end of the school year in 1995-96. A is eligible for recall to any part-time or full-time position as a K-6 regular classroom teacher until the end of the 1997-98 school year.

Example 2: Employee B is employed in a .5 F.T.E. position as a Kindergarten teacher. B is terminated effective at the end of the school year in 1995-96. B is eligible for recall to positions of .5 or less F.T.E. as a K-6 regular classroom teacher until the end of the 1997-98 school year. B is not eligible for recall to 1.0 F.T.E. positions unless B qualifies under the next sentence.

“However, if the employee held a position in the District of greater full-time equivalency in that classification at any time during his/her employment with the District, the employee shall be eligible for recall to available positions for the greater equivalency in the classification the employee held at the time of termination for a period of two (2) years from the effective date of termination.”

Example 3: Same situation as Example 2 except that Employee B was employed as a 1.0 F.T.E. 3rd grade teacher in 1985-86. B is eligible for recall to any part-time or full-time position as a K-6 regular classroom teacher until the end of the 1997-98 school year.

Example 4: Employee C was employed as a 1.0 F.T.E. 7-12 Science teacher in 1985-86. Employee C is employed as a .5 F.T.E. 7-12 Mathematics teacher in 1995-96. C is terminated effective at the end of the 1995-96 school year. C is eligible for recall to a .5 or less F.T.E. as a 7-12 Mathematics teacher. C is not eligible for recall to a Science position nor is C eligible to a Math position of greater than .5 F.T.E.

“If an employee is recalled to a position with less full-time equivalency than he/she held at the time of termination, the employee retains recall rights for the two-year period to a position of equal full-time equivalency.”

Example 5: Employee A from Example 1 is recalled in 1995-96 for a .5 Kindergarten position. A is still eligible for recall to a 1.0 K-6 regular classroom position until the end of the 1996-97 school year.

- Example 6: Employee B from Example 3 is recalled to a .5 F.T.E. Kindergarten position in 1995-96. B is still eligible for recall to a 1.0 K-6 regular classroom position until the end of the 1996-97 school year. (Although B had a .5 position at the time of reduction and is restored to the same equivalency, B is eligible for recall to a 1.0 F.T.E. position because of former employment as 1.0 F.T.E. in the classification.)
- Example 7: Employee A from Example 1 (1.0 F.T.E.) is terminated effective at the end of the 1994-95 school year. Employee B from Example 3 (.5 F.T.E. with prior 1.0 F.T.E. experience in the same classification) is also terminated effective at the end of the 1994-95 school year. Employee B is more senior. Employee B will be recalled before Employee A.



**LETTER OF UNDERSTANDING (LONGEVITY)**  
**(\*Result of adding Step in 2001-2002 and in 2003-2004)**

B.A. +24 Lane

1996-97	Step 11	Step 12	Step 13	Step 14	Yr. 1 Step 15
1997-98	Step 12	Step 13	Step 14	Yr 1 Step 15	Yr 2 Step 15+475
1998-1999	Step 13	Step 14	Yr 1 Step 15	Yr 2 Step 15+475	Yr 3 Step 15+475
1999-00	Step 14	Yr. 1 Step 15	Yr 2 Step 15+475	Yr 3 Step 15+475	Yr 4 Step 15+525
2000-01	Yr 1 Step 15	Yr 2 Step 15+475	Yr 3 Step 15+475	Yr 4 Step 15+525	Yr 5 Step 15+525
*2001-02	Yr 1 Step 16	Yr 2 Step 16+475	Yr 3 Step 16+475	Yr 4 Step 16+525	Yr 5 Step 16+525
2002-03	Yr 2 Step 16+475	Yr 3 Step 16+475	Yr 4 Step 16+525	Yr 5 Step 16+525	Yr 6 Step 16+525
*2003-04	Yr 2 Step 17+475	Yr 3 Step 17+475	Yr 4 Step 17+525	Yr 5 Step 17+525	Yr 6 Step 17+525
2004-05	Yr 3 Step 17+475	Yr 4 Step 17+950	Yr 5 Step 17+950	Yr 6 Step 17+950	Yr 7 Step 17+950
2005-06	Yr 4 Step 17+950	Yr 5 Step 17+950	Yr 6 Step 17+950	Yr 7 Step 17+950	Yr 8 Step 17+950
2006-07	Yr 5 Step 17+950	Yr 6 Step 17+950	Yr 7 Step 17+950	Yr 8 Step 17+950	Yr 9 Step 17+950

M.A.(BA +36) Lane

1996-97	Step 13	Step 14	Step 15	Step 16	Yr 1 Step 17
1997-98	Step 14	Step 15	Step 16	Yr 1 Step 17	Yr 2 Step 17+475
1998-1999	Step 15	Step 16	Yr 1 Step 17	Yr 2 Step 17+475	Yr 3 Step 17+475
1999-00	Step 16	Yr 1 Step 17	Yr 2 Step 17+475	Yr 3 Step 17+475	Yr 4 Step 17+575
2000-01	Yr 1 Step 17	Yr 2 Step 17+475	Yr 3 Step 17+475	Yr 4 Step 17+575	Yr 5 Step 17+575
*2001-02	Yr 1 Step 18	Yr 2 Step 18+475	Yr 3 Step 18+475	Yr 4 Step 18+575	Yr 5 Step 18+575
2002-03	Yr 2 Step 18+475	Yr 3 Step 18+475	Yr 4 Step 18+575	Yr 5 Step 18+575	Yr 6 Step 18+575
*2003-04	Yr 2 Step 19+475	Yr 3 Step 19+575	Yr 4 Step 19+575	Yr 5 Step 19+575	Yr 6 Step 19+575
2004-05	Yr 3 Step 19+475	Yr 4 Step 19+950	Yr 5 Step 19+950	Yr 6 Step 19+1525	Yr 7 Step 19+1525
2005-06	Yr 4 Step 19+950	Yr 5 Step 19+950	Yr 6 Step 19+1525	Yr 7 Step 19+1525	Yr 8 Step 19+1525
2006-07	Yr 5 Step 19+950	Yr 6 Step 19+1525	Yr 7 Step 19+1525	Yr 8 Step 19+1525	Yr 9 Step 19+1525

M A.+12 Lane

1996-97	Step 13	Step 14	Step 15	Step 16	Yr 1 Step 17
1997-98	Step 14	Step 15	Step 16	Yr 1 Step 17	Yr 2 Step 17+475
1998-1999	Step 15	Step 16	Yr 1 Step 17	Yr 2 Step 17+475	Yr 3 Step 17+475
1999-00	Step 16	Yr 1 Step 17	Yr 2 Step 17+475	Yr 3 Step 17+475	Yr 4 Step 17+625
2000-01	Yr 1 Step 17	Yr 2 Step 17+475	Yr 3 Step 17+475	Yr 4 Step 17+625	Yr 5 Step 17+625
*2001-02	Yr 1 Step 18	Yr 2 Step 18+475	Yr 3 Step 18+475	Yr 4 Step 18+625	Yr 5 Step 18+625
2002-03	Yr 2 Step 18+475	Yr 3 Step 18+475	Yr 4 Step 18+625	Yr 5 Step 18+625	Yr 6 Step 18+625
*2003-04	Yr 2 Step 19+475	Yr 3 Step 19+625	Yr 4 Step 19+625	Yr 5 Step 19+625	Yr 6 Step 19+625
2004-05	Yr 3 Step 19+475	Yr 4 Step 19+950	Yr 5 Step 19+950	Yr 6 Step 19+1575	Yr 7 Step 19+1575
2005-06	Yr 4 Step 19+950	Yr 5 Step 19+950	Yr 6 Step 19+1575	Yr 7 Step 19+1575	Yr 8 Step 19+1575
2006-07	Yr 5 Step 19+950	Yr 6 Step 19+1575	Yr 7 Step 19+1575	Yr 8 Step 19+1575	Yr 9 Step 19+1575

M.A. +24 Lane

1996-97	Step 13	Step 14	Step 15	Step 16	Yr 1 Step 17
1997-98	Step 14	Step 15	Step 16	Yr 1 Step 17	Yr 2 Step 17+475
1998-1999	Step 15	Step 16	Yr 1 Step 17	Yr 2 Step 17+475	Yr 3 Step 17+475
1999-00	Step 16	Yr 1 Step 17	Yr 2 Step 17+475	Yr 3 Step 17+475	Yr 4 Step 17+675
2000-01	Yr 1 Step 17	Yr 2 Step 17+475	Yr 3 Step 17+475	Yr 4 Step 17+675	Yr 5 Step 17+675
*2001-02	Yr 1 Step 18	Yr 2 Step 18+475	Yr 3 Step 18+475	Yr 4 Step 18+675	Yr 5 Step 18+675
2002-03	Yr 2 Step 18+475	Yr 3 Step 18+475	Yr 4 Step 18+675	Yr 5 Step 18+675	Yr 6 Step 18+675
*2003-04	Yr 2 Step 19+475	Yr 3 Step 19+675	Yr 4 Step 19+675	Yr 5 Step 19+675	Yr 6 Step 19+675
2004-05	Yr 3 Step 19+475	Yr 4 Step 19+950	Yr 5 Step 19+950	Yr 6 Step 19+1625	Yr 7 Step 19+1625
2005-06	Yr 4 Step 19+950	Yr 5 Step 19+950	Yr 6 Step 19+1625	Yr 7 Step 19+1625	Yr 8 Step 19+1625
2006-07	Yr 5 Step 19+950	Yr 6 Step 19+1625	Yr 7 Step 19+1625	Yr 8 Step 19+1625	Yr 9 Step 19+1625